

Greening of EHS

The EH&S Division has established a Working Green Initiative as part of our commitment to environmental stewardship. This includes an emphasis on energy and resource conservation. The Division encourages employees to adopt specific measures in both areas of conservation, from the lists of suggestions provided below. Our Working Green Initiative is an effort to reduce our carbon footprint and move in the direction of carbon neutrality, both as individuals and as part of the EHS Division.

ENERGY CONSERVATION

Lab customers spend over \$7 million dollars a year on energy. Energy conservation measures have the potential to reduce our power usage. Some steps have already been taken, but individuals have the ability to make an important contribution by taking specific steps in two areas:

Computer use:

- Turn off screen savers. When they are on, the computer is on.
- Turn off computers and monitors when you leave work each day, particularly on weekends. Also, turn off the power at the power strip if possible.
- If you need the computer on at night (for back-ups or remote access), at least turn off the monitor when you leave work.
- Manually set computer power options so that the monitor turns off after 20 minutes of inactivity. A simple key click will bring the monitor back into operation. See below for detailed instructions.
- Convert from older CRTs to LCD panels when possible.

Setting Power Options for an XP system:

- Start>control panel>performance and maintenance>power options OR
- Right click on the desktop>properties>screensaver tab>power button

Lighting: Turn off the lights in your office when you leave. Most offices have motion sensors and lights are automatically turned off, but where this is not the case, remember to turn off lights.

RESOURCE CONSERVATION

One way we can implement resource conservation is to RE-THINK the “3 Rs” of Reduce, Reuse, Recycle. A great area for action is our use of paper. There are several strategies to accomplish the goal of resource conservation:

- Make it a habit to print on both sides of the paper, or to use the back side of old documents for faxes, scrap paper, or drafts. Avoid color printing and print in draft mode whenever feasible.
- Go paperless when possible. Make it a habit to think before you print: could this be read or stored online instead?
- Use Print preview to review print jobs before you send them to the printer. Use Print>Selection to print only the section of a document or webpage that you need.
- Print only the first page of an email string, if the information you need is contained in the most recent email.
- Request to be removed from mailing lists for any unwanted catalogs, newsletters, magazines, and junk mail.
- When possible, email electronic versions of documents instead of printing and mailing hard copies.
- When hard copies of printed materials are printed for distribution, for example at meetings, print on both sides of the paper. Minimize the number of pages printed by printing only material that will be reviewed.
- Use the paper recycling containers to recycle office paper. Recycle cardboard in the cardboard dumpsters.

GREEN PURCHASING

Both energy conservation and resource conservation can be addressed at the level of product specification and purchasing:

- Use vendor designations of environmentally friendly products. The eBuy system for procurement of office products uses an Ecooffice icon to denote those products that have a reduced impact on the environment, compared to similar products in the same category. Some of the green products offered include: recycled content paper products, rechargeable batteries, remanufactured toner cartridges, biodegradable cups, refillable pens and pencils, and rewritable CDs.
- For quick sorting of products on the eBuy office products website, search for your product, then scroll down the category section on the left side of the page, where there is a filter for Ecooffice products. Fine-tune your search by Ecooffice category: Recycled, Comprehensive Procurement Guidelines, Environmentally Preferable Purchasing, Green Seal Certification, and Environmentally Friendly. Learn to look for these items. Product categories as diverse as pens and office chairs may contain recycled material.
- Specify that equipment purchases be [Energy Star](#) rated whenever possible.
- Use EPA resources for [Environmentally Preferable Purchasing](#) (EPP) and [Comprehensive Procurement Guidelines](#) (CPG) to identify green products when preparing requisitions.